

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Skyline Region  
 Period: 05/30/03 - 06/27/03

Activity Report				
Task	Hours This Period			Comments
<b>Active Tasks</b>				
<b>PSAP STRATEGIC PLANNING</b>	<b>10.00</b>			
1. Reviewed and revised each PSAP's project plan on periodic basis.	6.00			Revised plans to reflect current status, accomplishments, and problems. Entire region.
2. Discussed and/or met about plan(s) with LRK staff, directors/coordinators, and follow up of such. Finalized Phase II assessments. Identified Phase I pending issues.	4.00			Reviewed PSAP plans. Tasks related to deployment but not categorized as a single task. Phase II assessment follow up/pending issues addressed. Entire region. Isolated Phase I issues to determine cut dates. Augusta County, Nelson County, City of Staunton, and City of Waynesboro.
<b>PSAP ASSESSMENTS</b>	<b>1.75</b>			
1. Continued with pending Phase I assessment issues regarding CPE.	1.75			Worked on the continuing issue concerning the Motorola Centralink product. Trying to resolve the issue. Meeting scheduled next month with possible vendor to provide a solution.
<b>FUNDING REQUEST/TRUE UP ASSISTANCE</b>	<b>2.25</b>			
1. Assisted with questions related to funding, budgets, and true up.	2.25			Assisted PSAPs with funding issues. Augusta County, Nelson County, Rockbridge County, and City of Staunton,

<b>LEC/WSP LIAISON</b>	<b>49.00</b>		
1. Assisted PSAPs with call routing sheets for Triton PCS, Nextel Partners, Verizon Wireless, nTelos, VA Cellular, and T-Mobile.	11.50		Assisted individual PSAPs. Augusta County, Nelson County, and City of Staunton.
2. Researched no record found calls received form U S Cellular.	4.50		Resolved issue concerning USC calls not delivering data. Issue resolved after contact with LEC; involved data that had been erroneously deleted from data base. Followed up with PSAP and LRK staff. Rockbridge County.
3. Followed up on status of wireless trunk installation and change of staff with LEC.	2.00		City of Waynesboro.
4. Participated on TSI conference call for Phase I deployment status. Performed appropriate follow up.	2.75		Augusta, Nelson, City of Staunton, and City of Waynesboro.
5. Researched CAD information with LEC.	2.00		Contacted LEC to gather information about integration. City of Staunton and City of Waynesboro.
6. Followed up on rehome status for PSAP with Verizon.	2.25		Harrisonburg-Rockingham.
7. Coordinated/attended joint meeting of PSAPs to review RF maps to be submitted to WSPs. Followed up with identified issues.	12.25		Reviewed maps and routing sheets with all PSAPs in the region. Identified problem items needing resolution. Followed up accordingly. Entire region.
8. Researched status of LECs, trunk orders, equipment issues, and WSP coordination.	11.75		Meetings, calls, and e-mails with LEC, PSAPs, and WSPs. Individual and entire region.
<b>INSTALLATION OVERSIGHT</b>	<b>0.00</b>		
<b>CUT-OVER ASSISTANCE</b>	<b>1.00</b>		
1. Reviewed cut over schedules and pending issues for PSAPs.			Kept abreast of issues to maintain scheduled cut dates for PSAPs. Augusta County, Nelson County, and City of Staunton,.

<b>SYSTEM IMPLEMENTATION</b>		<b>0.75</b>					
1. Scheduled meeting for upcoming CPE upgrade and follow up with vendor.		0.75					Worked with PSAP to confirm date for vendor site visit for CPE upgrade and continued follow up. Nelson County.
<b>MAPPING/GIS ASSISTANCE</b>		<b>20.50</b>					
1. Worked with PSAP concerning mapping integration with CAD.		7.25					Assisted PSAP with integration of mapping solution with current CAD. Rockbridge County.
2. Researched COS issue with particular vendor. Reviewed CPE data stream information from WSPs.		6.25					Worked to resolve COS issue with mapping product. Reviewed CPE data for inclusion in training information as related to use of GIS/mapping. Entire region.
3. Worked with PSAPs identifying needs of cell tower layers. Reviewed and identified potential problems and resolutions.		7.00					Created layer information for cell tower coverage. Reviewed call routing sheets; researched and corrected discrepancies. Harrisonburg/Rockingham and Rockbridge County.
<b>PROJECT REPORTING</b>		<b>9.25</b>					
1. Prepared report outlining pertinent information for each PSAP for month of June. Submitted for review.		9.25					Collected information and prepared monthly report for WSB. Review particular items with supervisory staff. Entire region.
<b>TRAINING</b>		<b>4.00</b>					
1. Updated PSAP wireless training worksheet.		4.00					Reviewed, revised, and prepared to implement Wireless training worksheet.
<b>ACCEPTANCE TESTING</b>		<b>0.00</b>					
<b>TOTAL HOURS</b>		<b>98.50</b>					
<b>Completed Tasks</b>							
PSAP Assessments	Region						

<b>Issues of Importance / Accomplishments</b>							